

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-079 **Issue Date:** 06-28-12 **Closing Date:** 07-05-12

Accountant I-AR
Cultural Center Administration
Department of Administration
Hourly Wage: DOQ/Full-Time/Regular

Responsible for Yakama Nation Cultural Center accounts receivables, cash flow, daily sales, and inventory. Works closely with support staff to ensure accurate and timely preparation of revenue reports, inventory records, documenting purchasing, billing, invoicing, storage, sales and disposition. Assists and directs AP bookkeeper with employee payroll deduction receivables on a bi-weekly basis. Responsible for input of all accounts receivable payments and apply transactions for the gift shop, theater and museum in to the General Store control system. Provide superior customer service in response to telephone inquiries, daily customer contacts regarding accounts receivable, collections, payroll deduction balances, and verification of new accounts daily.

Knowledge, Skills and Abilities:

- Knowledge and skill in utilizing computerized accounting software used in preparing financial statements, spreadsheets and financial reporting systems.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of standard procedures and practices of all aspects of inventory.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access.
- Knowledge and understanding of JD Edwards Financial Accounting System.
- Ability to learn and utilize QuickBooks and General Store automated Accounting System.
- Ability to enter, record, store, and maintain financial information in written or electronic form.
- Ability to prepare and record all revenue and journal entries accordingly.
- Ability to work with extensive financial and bookkeeping data with skill, speed, and accuracy.
- Ability to maintain strict confidentiality.
- Ability to plan, prioritize, and organize work to complete assignments in a timely manner.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, outside agencies, and the public.
- Ability to exercise independent initiative and judgment.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits.
- Ability to classify accounting transactions, maintain and reconcile accounting, close-out accounts and prepare reports and statements.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisory, elected officials, etc.
- Ability to work independently and productively with minimal supervision.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in Accounting, Business Management Administration or Finance and have one year experience in an accounting position. Five years of increasing levels of professional experience in fiscal management with State, Federal, and Tribal accounts in complex accounting and/or high recommendations from references may be substituted for education.
- Required to pass a pre-employment drug and alcohol test.

Required Requirements:

- Must possess a valid WA State Driver's License with the ability to obtain a Tribal Driver's Permit.
- Required to successfully pass background checks.
- Must present a highly professional image and outstanding customer service to internal and external clients.